



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

MEMORANDUM

To: All Charter Schools and Sponsors

From: Nettie Klingler
Director of School Finance

Date: May 29, 2003

Subject: Charter School Estimated Student Enrollment List Collection for FY 2003-2004

Per A.R.S. 15-185.B.2 the student count of a charter school shall be determined initially by using an estimated count. This student count should be based on actual registration of pupils before the beginning of the fiscal year. Both charter boards have made a motion to require charter schools to have specific student and parent information on file for any student that is recorded on the estimated list. The information required for the registration and a copy of sample form can be located at www.asbcs.state.az.us . It is recommended that charter schools underestimate their count by at least 20 percent.

For fiscal year 2004, ADE will pre-populate the estimated counts application with the students reported on SAIS. The information that will be pre-populated will be: First Name, Last Name, Middle Initial, birth date, grade increased by one, and last school attended with the school of attendance. Students that were in 12th grade in fiscal 2003 will not be included. Students reported as US and UE on SAIS will not change. All students will need to be edited and or removed. The SPED and ELL fields will not be populated. If your school would like a complete purge of all students or have one school site deleted, please email Rose Whelihan at rwhelih@ade.az.gov . Your student data must be added, changed and or deleted by the following due dates:

| <u>Due Date</u> | <u>Payment Month</u> |
|--------------------|----------------------|
| June 20, 2003 | July 15, 2003 |
| July 18, 2003 | August 15, 2003 |
| August 22, 2003 | September 15, 2003 |
| September 19, 2003 | October 15, 2003 |

All charter schools, regardless of sponsorship, must submit a student list utilizing an ADE approved electronic format for each charter site. The student list must be updated each month to reflect the most current student information.

ADE has approved two formats for submitting the student list. The first format approved for submitting the Charter School Student List is an on-line application developed for this purpose. This application can be found on the common logon web page at www.ade.az.gov/commonlogon . The second approved format for submitting the student list is a comma delimited text file format. The specifications for this file are attached. If your charter school selects the second option, you will need to **upload** this data directly to ADE via your charter school's charter estimated counts application upload files area.

If the student list is submitted by the due dates above a summary of your submission will be posted to your charter school's home page on the ADE web site (<http://www.ade.az.gov/schoolfinance/districts>) within five business days after each due date. It is the responsibility of each charter school to verify that the information posted correctly reflects the sum of the data that was submitted, **(remember to check for duplicates. The posted sum of data will consist of an unduplicated count.)** If there is a discrepancy between the data submitted and the summary report posted on your web page you must submit written documentation of the discrepancy via e-mail to Rose Whelihan at rwhelih@ade.az.gov, or Dianne Johnson at djohnso@ade.az.gov or by delivery, or US mail . No faxes will be accepted.

Data Submission Requirements:

Both approved formats require the submission of the same data. Thus, the definitions and descriptions of the data that are listed below apply to both the on-line application and the comma-delimited text file. If you are using the comma-delimited format:

1. Data must be submitted at a **site level (remember, the 000 is the holder not the site number)**. One data file must be submitted for each charter site. For example, if your charter school has three sites you must complete and submit three separate files. When saving these files please use the charter school site number in the name of the file. For example, Bright Blue Charter School has a site numbered 101. They will submit their data as BrightBlue101.txt. If they have a second site numbered 102 they would submit this file as BrightBlue102.txt.
2. Data must be submitted electronically using the on-line application or the text file format.
3. For those using the text file format, the first row must contain data header fields, and all subsequent rows must contain student data. All values must be surrounded by double quotes and separated by commas. Each row of the text file must end with carriage return and line feed characters. Check the example below for an illustration of these requirements.

Data Header Definition:

| Data Field | Definition | Data Format |
|-------------------|---|-------------|
| CTDS Number | County-Type-District-Site (do not use dashes Example: 018701101) | Text |
| Charter Name | Name of Charter Holder | Text |
| Charter Site Name | Name of Site | Text |
| Contact Name | Name of contact to address questions to. | Text |
| Contact Telephone | Phone number of contact. | Text |
| Contact e-mail | E-mail address of contact. | Text |

Note: Address and contact information listed on this form does not change the official information approved in your contract. The charter school must follow the sponsors' policy to change approved contract information.

Student List Definition:

| Data Field | Definition | Data Format |
|--|---|--|
| First Name | First Name | Text |
| MI | Middle Initial | Text |
| Last Name | Last Name | Text |
| DOB | Birthdate | Numeric (MMDDYY) |
| District/Charter Attended in FY 2003-2004 | List the Name of the District or Charter School the child attended in FY 2003-2004. | Text |
| Grade (Select from the pick list on the Word form) | The grade the student is registered for in FY 2003-2004. | Text: KG, 01, 02,03, 04, 05, 06, 07, 08, UE, 09, 10, 11, 12, US |
| Category (Select from the pick list on the Word form)* | Please refer to the category definitions below. | Text: A, ED, EDP, HI, MD, MDSSI, MIMR, MOMR, OHI, OI, SLD, SLI, SMR, TBI, VI |
| Service Type (Select from the pick list on the Word form)* | Please refer to the service type definitions below. | Text: A, B, C, I, D, E, F, G, V, H, S, J |
| ELL Status (English Language Learners) | Will ELL services be provided? | Text: Y = Yes; N = No or Blank = No |

***If you list a category for a student you must also list that student's service type. Special Education funding will not be provided if both the category and service type are not provided.**

EXAMPLE OF TEXT FILE FORMAT

"018756001","Sample CharterHolder","Sample CharterSite","Joe Smith","(602) 555-5555","joesmith@email.com"
"Joe","","Jones","010185","Previous Charter 1","01","","","Y"
"Susie","H","Smith","020288","Previous Charter 2","03","A","A","N"

EXAMPLE OF ON-LINE APPLICATION

This is to be used to add students.

Estimated Counts - Add Students - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address <https://www3.ade.az.gov/EstCounts/add.asp?cids=018752001> Go Links

Charter Estimated Counts - FY 2003

4-Winds Academy - Add Students

[Charter Holders](#) | [Charter Schools](#) | [Student List](#) | [Add Students](#) | [Upload Files](#) | [Help](#)

Enter the requested information in the form below and click the Submit button to record the new student. Click the Cancel button to abort and return to the student list.

Last Name:

First Name:

Middle Initial:

Birth Date (MM/DD/YYYY):

Previous LEA:

Grade Level:

SPED Category:

Service Type:

LEP Status:

<https://www3.ade.az.gov/EstCounts/add.asp?cids=018752001> Internet

To change a students information click on the pencil at the right of the student's name.

To remove an individual student click on the trash can at the right of the student's name.

Special Education Categories and Service Types

Special Education students can be claimed on the student list if they have all eligibility requirements in place when registering for the upcoming school year, but be conservative in your estimates.

Overestimates of special education students may result in non-payment for one or more months until the overpayment situation is resolved. **If you are uncertain of the student's category and/or service type, you may want to wait to claim the special education students until after an IEP can be completed.**

All funding for any eligible special education students that are not claimed now will be retroactive to the beginning of the fiscal year.

Special Education Eligibility Requirements

The IEP team determines where the student will receive those services and the service type. It is possible for a student to be eligible to receive special education services in more than one category. If this is the case, **indicate only the highest weighted (primary) category on the student's record.** Do not list the student more than once on the student list. Please refer to the Budget Worksheets for the special education weights.

Category:

| Category Acronym | Category |
|------------------|--|
| A | Autism |
| ED | Emotional Disability |
| EDP | Emotional Disability (Separate Facility, Private School) |
| HI | Hearing Impairment |
| MD | Multiple Disabilities |
| MDSSI | Multiple Disabilities-Severe Sensory Impairment |
| MIMR | Mild Mental Retardation |
| MOMR | Moderate Mental Retardation |
| OHI | Other Health Impairment |
| OI | Orthopedic Impairment |
| SLD | Specific Learning Disability |
| SLI | Speech/Language Impairment |
| SMR | Severe Mental Retardation |
| TBI * | Traumatic Brain Injury |
| VI | Visual Impairment |

*** Students identified as TBI will not generate any state add-on funding.**

Service Type:

| | Description |
|----|--|
| A | Outside Regular Class less than 21% of the day. |
| B | Outside Regular Class for at least 21% but not more than 60% of the day. |
| C | Outside Regular Class for more than 60% of the day. |
| I | Self-contained Service Level provided in an inclusive setting within a regular classroom (the only disability categories that can be reported here for inclusion are MD, A, SMR and OI). |
| D | Public Separate Day school for greater than 50% of the school day. |
| E | Private Separate Day school at public expense for greater than 50% of the school day. |
| F* | Public Institutional Facility for greater than 50% of the school day (Not eligible for state add-on funding). |
| G | Private Residential Facility at public expense for greater than 50% of the school day. Not on educational voucher. |
| H | Home/Hospital Program |
| J* | Private School Placement; enrolled by parent(s). Basic education is paid through private resources, but with special education and related services provided at public expense. (Not eligible for state add-on funding) |
| S* | Regular Class with Supplemental Aids/Services. (Not eligible for state add-on funding) |
| V* | Private Residential Facility at public expense for greater than 50% of the school day. On educational voucher. (Not eligible for state add-on funding) |

*** Students identified with a service type of F, J, S or V will not generate any state add-on funding,**